

Approved 04/23/2015

**I. CALL TO ORDER** at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Leon Holmes Sr, and Neal Janvrin; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

This meeting is live broadcast on FCTV channel 22 and will be rebroadcast according to the posted schedule.

The Budget Committee meets next Wednesday, April 22, 2015 at 7:00 pm. Interested new candidates are encouraged to attend! Mike Nygren has asked for a Town budget report to be distributed to members, so it will be updated through tomorrow's expenses and forwarded to all members.

There are two openings on the Budget Committee and interested community members are welcomed to attend to express an interest in the Committee.

## **III. LIAISON REPORTS**

04/15/2015 Planning Board – Holmes Sr reported the Board discussed when they would do site inspections of the excavation operations. He said they also worked for some time on the Sign Ordinance. Someone came in and met with the Board to discuss a shooting range on the PJP/Olson land on Main Street.

04/16/2015 Hazard Mitigation Planning Committee – The Committee met today to work on the plans of known flooding areas and critical facilities, as well as review and update the bulk of the text of the plan. The next meeting is scheduled for May 14, 2015 at 1:00 pm at the Town Hall.

## **IV. APPROVAL OF MINUTES**

Board members reviewed the minutes of 09 April 2015. Motion was made by Janvrin to approve the minutes as written. Holmes Sr seconded and the vote was unanimously approved 3-0.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - none

At 7:00 pm Department Heads

Planning Board Chairman Roger Barham met with the Board to provide an update on the CIP and RSMS road project. He introduced Glen Coppelman as well, who is the consulting Circuit Rider Planner working with the Board right now.

Barham provided a summary of how it is structured and schedule for how it should proceed in terms of time and goals. The Town needs to have a current CIP to levy the impact fees, and it presents a good total picture to the Town, Selectmen and Budget Committee of the needed capital expenses, including the cost and purchase schedule.

Barham reviewed the project and the following steps:

### **1. CIP FUNDAMENTALS**

*A CIP provides the following advantages:*

- *Stabilizes annual Capital Expenditure*
- *Enables Impact Fees*
- *Provides Total Picture of Fremont's major needs*
  - *Rational & Defensible Project schedule*
  - *Provides a Public informational tool*

## **2. CIP PROCESS**

*The following is a summary of the CIP process:*

1. *Planning Board Authorized by Town Meeting to prepare a Capital Improvement Program (CIP)*
2. *CIP Committee formed by the Planning Board*
3. *Department Heads are asked to provide 6-year projections of Capital Projects*
4. *CIP Committee establishes Complete Project List from information supplied by Departments*
5. *CIP Committee meets with each Department to review Project Submissions*
6. *CIP Committee prioritizes Projects according to needs & costs*
7. *CIP Committee prepares Project Spreadsheets*
8. *CIP Committee provides Finalized CIP Report to Planning Board*
9. *Planning Board adopts CIP Report and sends along to Budget Committee & Board of Selectmen*
10. *Planning Board publishes CIP Report.*

*The CIP Report is updated annually:*

- *CIP Committee repeats tasks 2 – 10 above*
- *Department Heads update their Capital Project Lists (step 3):*
  - *Add, delete or modify projects*
  - *Revise priorities as necessary*
- *CIP Report reflects Actual Town Budget decisions*

## **3. CIP COMMITTEE**

*The CIP Committee to comprise of 7 members of the following bodies:*

- *Planning Board* 2
- *Budget Committee* 2
- *School Board* 1
- *Selectman's Representative* 1
- *Resident of the Town* 1

*Each Department can assign an Alternate.*

## **4. CAPITAL PROJECTS**

*A Capital Improvement is defined as a major, non-recurring, expense of \$10,000 or more which falls within one of the following categories:*

- *Land*
- *Buildings*
- *Vehicles*
- *Equipment (lasting 5 years or more)*

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- *Building Renovations & repairs*
- *Transportation Projects (resulting in long term improvements)*
  - *Bridge Rehabilitation*
  - *Road Repair & Resurfacing*

*Department Heads will be required to get Board of Selectmen sign off prior submission to the CIP Committee.*

## **5. TOWN DEPARTMENTS**

*The following Department Heads will be responsible for submitting Capital Projects to the CIP Committee:*

- *Board of Selectmen*
  - *Add Subcategories*
- *Highway Department*
- *Fire & Rescue*
- *Police*
- *Library*
- *Parks & Recreation*
- *School Department*

## **6. CIP REPORT**

*The CIP Report will be a living document and will be updated annually. The report will consist of the following sections:*

1. *Administration*
2. *Project Narratives*
3. *CIP Financial Plan*

*Appendices*

- *Complete Project List*
- *Individual Project Sheets*

*The CIP Report should be maintained online.*

*It is recommended that the CIP Committee present the CIP Report to the Town (Public Hearing) to represent the CIP Report and discuss major projects proposed.*

Cordes asked a question about how the budget amounts would be determined. Barham indicated this would be an estimate to begin with, and that some numbers may be rough and refined as the program matures. Coppelman added that the first year's projects will likely be the most realistic in terms of cost, and it would be harder to forecast out. Each year the plan is updated.

Barham explained that while working on the CIP, the idea of roads and the Town's budget was discussed. He acknowledged that the Town should be improving about two miles of road per year to effectively keep up. In order to get a handle on the highway improvements, which is felt to be the biggest infrastructure need, the Board was discussing how to do this. He said they need to quantify what the challenges are and the extent of the problems and the appropriate method of road restoration and how to prioritize it and make it part of the CIP to figure out what we need to do and a plan to accomplish it.

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As it happened, the Board found out through Rockingham Planning that they were looking at a pilot program for road surface management. Coppelman said that as part of FY 2016 budget from the Department of Transportation, the RPC is obligated to do one community as a pilot for a road surface management system. Fremont was a great fit for what they wanted as a pilot town, given the layout and structure of road, size, etc.

If Fremont is approved for the program, the bulk of the work would be done by interns in the summer, working with the UNH Technology Center. Coppelman said that the Planning Commission will decide very soon. If approved, one of the first things that will happen is that the transportation planners will come in and meet with people to scope out the work and what it will entail. The Road Agent has been advised about the program and is excited to see it come to Fremont.

Holmes Sr expressed concern about what we will find, and how much work Fremont roads really need to come up to a certain standard. This was agreed by all, but this is a good place to start.

Coppelman and Barham were thanked for their time and efforts. They left the meeting at 7:35 pm.

## VI. OLD BUSINESS

1. The Board reviewed the Citizen's Bank Certificate of Authority for Municipalities to obtain one new credit card in the name of the Town and the Board's Chair, pursuant to discussion last week. Holmes Sr moved to approve the Certificate of Authority and have the Chair sign. Janvrin seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed letters to employees to be issued with health insurance premium refunds from Health Trust 2013/2014 return of contribution which was credited to the Town on the March invoice. This returns a portion of premiums paid by these five employees, and comes from a refund from Health Trust and not from tax dollars. Janvrin moved to approve and sign the refund letters. Holmes Sr seconded and the vote was unanimously approved 3-0.

3. Carlson attended the FEMA debrief in Derry on Monday evening and enrolled Fremont in the program. The invoices are being tallied and done by hand pending the State posting the current worksheets on the HSEM website.

4. The Town's one ton is being repaired and expected to be back in Fremont by the end of next week.

## VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$31,745.57 dated 17 April 2015. Motion was made by Holmes Sr to approved \$31,745.57 in vendor payments. Janvrin seconded and the vote was unanimously approved 3-0.

2. The Board discussed their review of the Town's Purchasing Policy and discussed the current practice of invoice review. The Board reiterated that the goal is to have all Departments properly follow the Purchasing Policy and that all invoices have be reviewed and approved in accordance with the policy. Any questions about purchases or expenses can be brought to the Board for further review. The Board did not feel that they needed to review the small invoices week to week. Janvrin then moved to suspend Board review of every small invoice and leave it to Department Heads and the Town Administrator. Holmes Sr seconded and the vote was unanimously approved 3-0.

Some updates to the Purchasing Policy were discussed and Carlson was asked to put them into the template (highlighted) and re-circulate to members for discussion and review again next week.

3. Selectmen reviewed the folder of incoming correspondence. Cordes read aloud many of the items and there was discussion

4. The Board asked for the May Newsletter to be scanned and emailed out to be read and discussed next week at the meeting. Some additional news articles will be included.

5. Board members had reviewed a tree near the intersection of North and Martin Roads which is dead, near the duplex at 4 Martin Road. The Road Agent has inspected the area with the adjacent homeowner and reviewed the survey plat to determine the dead tree is in the Town right-of-way. The Road Agent has declared the tree dead and dangerous and asked for Board's concurrence in the declaration given the scenic road status of North Road.

After viewing the tree, Janvrin moved to declare the tree at the corner of North and Martin Road to be a dead tree and a hazard that should be removed. Holmes Sr seconded and the vote was unanimously approved 3-0.

6. Selectmen had reviewed the print copies of the Board of Selectmen Rules of Procedure that were distributed last week. Holmes Sr moved to readopt as written, the Rules of Procedure for the Fremont Board of Selectmen. Janvrin seconded and the vote was unanimously approved 3-0.

7. Selectmen reviewed an Excavation Certification and Tax Warrant for parcel 05-035 in the amount of \$34.91. Holmes Sr moved to approve the warrant. Janvrin seconded and the vote was unanimously approved 3-0.

8. Holmes Sr moved to approve an Intent to Cut for the 2015-2016 tax year for parcel 03-169.00A owned by Lewis Builders. Janvrin seconded and the vote was approved 3-0.

Holmes Sr indicated that he and Cordes had gone to the Police Station last night for an impromptu presentation to Bob Allore for his years of service to the Police Department.

At 7:54 pm motion was made by Holmes Sr to recess the meeting until Chief Butler comes in for his meeting.

At 7:56 motion was made by Janvrin to return to session. Holmes Sr seconded and the vote was unanimously approved 3-0.

Fire Chief Richard Butler met with the Board. He explained that the fire truck specifications were not yet available as the truck representative was not able to meet with the Fire Officers this week. He then expressed some concern about the rabies clinic held at the Safety Complex last weekend. There is concern that the clinic is not run by or benefit a Town organization. He also said there were issues about parking and use of expanding space at the Complex. Some animals were left in the training room and there were some cleanup issues associated with that.

There was discussion about the organization making the same arrangements in advance to get approval of the room as any non-town organization would do, including having both the Fire Chief and Police Chief signing for approval, and payment of applicable fees for use of the space. This will be further discussed in the future with Renee King, who is running it on behalf of a private non-profit organization. All agreed

that it was a public service to Fremont residents because it does offer rabies inoculations at a reduced cost.

Chief Butler then presented a list of Wardens, Deputies, and Issuing Agents for the Fremont Fire Rescue Department. He presented these as his recommendations and the list was read aloud to include: Warden Richard Butler, Deputy Wardens Richard Heselton, Joseph Nichols and Kevin Zukas; and Issuing Agents Jeff Horton, Brett Hunter, Joel Lennon, Kevin O'Callahan, Vincent O'Connor, and Bryan Bielicki.

Holmes Sr moved to accept the list as read by Cordes, updating his motion to include that this is the list of Warden, Deputy Wardens and Issuing Agents as recommended by the Forest Fire Warden Richard Butler. Janvrin seconded and the vote was unanimously approved 3-0.

Butler reported that they were going to meet with the sales representative on Tuesday but he was tied up with a structure fire in his own town. He has mailed it out to Deputy Chief Nichols and they hope to have it by the weekend, and have the Truck Committee review it at that time.

With regard to the Safety Complex he reported that he had gone out to start the generator over the weekend it was showing "overcrank" on the display panel, and losing its prime. After some manual overrides, the generator did start.

The Board discussed its use and future planning for replacement. They did want to see an action plan and timeline and keep it moving ahead. The Chief will try and be sure it is started once per week and other town employees will also be shown how to do it so that it happens regularly.

Chief Butler reported that the Fire Rescue Department received their new radios and they have been programmed and issued out. All members are now outfitted with a portable radio. This is the first time this has ever happened for Fremont.

The Board asked to have the Newsletter and Purchasing Policy brought back next week in follow-up.

#### **VIII. NON-PUBLIC SESSION NH RSA 91-A**

At 8:25 pm a motion was made by Janvrin to enter non public session pursuant to NH RSA 91-A 3 II (c) to handle a personnel evaluation follow-up with Chief Butler. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Cordes – aye; Holmes Sr – aye; Janvrin – aye.

At 8:59 pm motion was made by Janvrin to return to public session. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Cordes – aye; Janvrin – aye; Holmes Sr – aye.

The Board followed up with Chief Butler on his evaluation goals for this year. It was decided that they will get together again in two months prior to the Chief leaving on his July vacation.

The next regular Board meeting will be a work session, to be held on Thursday April 23, 2015 at 6:30 pm.

**IX. ADJOURNMENT** – At 9:00 pm motion was made by Janvrin to adjourn the meeting. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator